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# *Training Under the Trade Programs*

Would you like to provide training services to participants approved under the Trade Program?

If so, please read on!

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The Trade Act programs assist individuals who have become unemployed as a result of increased imports from, or shifts in production to, foreign countries. The goal of the Trade Act programs is to help trade-affected workers return to suitable employment as quickly as possible. To facilitate this goal, TAA certified workers may access a menu of services, including remedial and occupational training.

This packet will explain the steps necessary to become a Trade-approved training provider, as well as the process that takes place after a participant is approved to attend your training institution.



- 1. About the Trade Programs* This section will acquaint you with the Trade Programs, which is a federal program administered by the state (in MA, the program is administered by the Executive Office of Workforce Development, Department of Career Services. Additional information on the Trade Programs can be found on our website. Please visit [www.mass.gov/dcs/trade](http://www.mass.gov/dcs/trade); you may also visit the Department of Labor's website at [www.doleta.gov/tradeact](http://www.doleta.gov/tradeact).
- 2. Request for Response* In order to do business with the Trade Programs, you must first have in place a master contract with the Commonwealth of Massachusetts. This section will guide you through the process, step-by-step.
- 3. Training Pro* Once your institution has a master contract in place (i.e., is approved to do business with the Department of Career Services), the training programs that you provide must be individually approved. This section will instruct you on how to do so.
- 4. Participant Approval* This section will inform you about the process that occurs once a Trade participant is approved to attend your training institution.





## *About the Trade Programs*

The Trade programs assist individuals who have become unemployed as a result of increased imports from, or shifts in production to, foreign countries. The goal of the Trade Act programs is to help trade-affected workers return to suitable employment as quickly as possible. To facilitate this goal, TAA certified workers may access a menu of services that include income support; relocation allowances; job search allowances, and a health coverage tax credit. TAA participants that require retraining in order to obtain suitable employment may receive remedial and/or occupational training.

In Massachusetts, the Trade Act Programs are administered by the Department of Career Services.

Training is provided to certified workers who do not have the skills to secure suitable employment in the existing labor market. Training is targeted to a specific occupation and provided to help certified workers secure employment at a skill level similar to or higher than their layoff employment, and sustain that employment at the best wage available. Based on the individual's existing skills and labor market conditions, training will be of the **shortest duration necessary to return the individual to employment, with a maximum duration of 104-156 weeks depending on the company under which the individual is covered.**

In the past, it has been a requirement that training be **full-time** as defined by the training provider. However, those workers covered under the Trade and Globalization Adjustment Assistance Act of 2009 (TGAA), the Trade Adjustment Assistance Extension Act of 2011 (TAAEA), and The Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA 2015) are now able to attend part-time training as well. Additionally, training can now be provided for incumbent workers that are part of a Trade certified company, and threatened with total or partial separation.

Allowable types of training MAY include: 1) classroom/online training; 2) on-the-job training; 3) apprenticeship training; 4) customized training designed to meet the needs of a specific employer or group of employers; 5) basic or remedial education, which may include training in literacy or ESL (English as a second language).

In order for an individual to receive training, six approval criteria must be met.

1. There is no suitable employment for the worker.
2. The worker would benefit from appropriate training.
3. There is a reasonable expectation of employment following training.
4. Training must be reasonably available to the worker.
5. The worker is qualified to obtain and complete the training, including having adequate financial resources available to complete the training when income support is exhausted.
6. The training is suitable and available at a reasonable cost.

Currently, the amounts approvable for training are a maximum of up to \$10,000 per year for remedial, \$20,000 for vocational or certificate programs, and \$28,000 for degree programs.



# *Request for Response*

Training providers without an existing Trade Programs contract must respond to the Request for Response (RFR), in accordance with 801 CMR.21, the Commonwealth of Massachusetts' Procurement Regulations. The RFR is available on the Commonwealth's Procurement Access & Solicitation System (COMMBUYS) at <https://www.commbuys.com/bsol/> The Bid Number of the RFR is: **S154212-vCurrent**.

This is a "Rolling Enrollment" procurement which allows new training providers to submit Responses at any time during the term of the rolling enrollment procurement. Also, at any time during the term of the rolling enrollment procurement, an approved training provider may request approval of additional training courses for the Trade Program.

To access the RFR documents, please follow these step-by-step directions:

Go to the COMMBUYS website at <https://www.commbuys.com/bsol/> and proceed as follows:

1. Register with COMMBUYS
2. Login to your account
3. Do a "**Contract & Bid Search**"
4. Select "**Bids**" (**then allow it to load**).
5. Enter the Bid # **S154212-vCurrent**
6. Click "**Find it**"
7. Scroll down to view the results, you will see Bid # **S154212-vCurrent**
8. Click **S154212-vCurrent**
9. Here you will see all documents related to completing the RFR
10. After completing the RFR please send it to:

Contracts and Procurement  
19 Staniford Street  
Boston, MA 02114

Any questions regarding the RFR must be done so in writing. All inquiries should be directed to Patricia Washington at [Patricia.Washington@MassMail.State.MA.US](mailto:Patricia.Washington@MassMail.State.MA.US)



# *Eligible Training Provider List And TrainingPro*

In order to do business with the Commonwealth of Massachusetts, a training provider must be approved on the Massachusetts Eligible Training Provider List. Once complete, you can apply for approval for your courses for the Trade Programs as well as other programs. For example, the Workforce Training Fund, Training Opportunities program, and individual training accounts.

Training provider's courses and programs will be approved in a two phase process comprising evaluation of the provider's programmatic and financial capacity and evaluation of the provider's courses and programs of study. Applications will be submitted through TrainingPro.

For more information regarding this process go to:

View [WIOA ETPL Policy](#)

View [Questions and Answers for Training Providers](#)

TrainingPro is a service of the Department of Career Services (DCS) and the Department of Unemployment Assistance (DUA). With TrainingPro,

- You will be able to apply to be a part of the eligible training provider list
- Submit training courses for approval for participants in a variety of federal and state programs in Massachusetts;
- List their courses online;
- Update their program information.

TrainingPro allows you to indicate any, or all, of the programs for which you are seeking course approval. It is anticipated that this online service will eliminate duplication and result in a faster and more efficient approval of your organization's training courses.

To access TrainingPro, please go to <https://web.detma.org/provider/prl.asp>

Once your training program is approved, you may wish to notify the local career center as all of the Trade participants will receive their services via a One-Stop Career Center.

Should you have any questions regarding TrainingPro, please contact The Help Desk at (617) 626-5003.



# *Participant Approval*

Requests for training are submitted via the One-Stop Career Centers located throughout Massachusetts. Once the Trade Programs approves a training package, training providers will be notified via a Pre-Approval form (submitted by the career center). This will give authorization for the participant to register for the program and any applicable courses.

An official notice from the Contracts and Procurement Unit at the Department of Career Services will be sent to the training provider shortly afterwards. **This notice is sent to the single point of contact** identified on the master contract, and will consist of the Budget/Payment Schedule.

Vendor's providing notification of a participant approval can access Payment Voucher(s) (PVs) and PV instructions via <http://www.mass.gov/lwd/employment-services/business-services/trade-transition-assistance-taa/vendors/>

Currently, training providers must use the aforementioned payment vouchers (PVs) to invoice for services rendered. These PVs must be sent to [accountspayable@massmail.state.ma.us](mailto:accountspayable@massmail.state.ma.us).